

UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT #13-1

Position Title: CHIEF DEPUTY CLERK (Type II)

Projected Start Date: January 1, 2014

Classification Level: JSP 14 - 16 (depending on qualifications)

Starting Salary Range: \$96,690 - \$165,300 (depending on Classification Level)

Closing Date: October 31, 2013

The Clerk of Court for the U. S. Bankruptcy Court, Middle District of North Carolina, is accepting applications for the position of Chief Deputy Clerk. The Clerk's office currently has a staff of 26 employees which supports three bankruptcy judges. The court is headquartered in Greensboro and has one staffed divisional office in Winston-Salem, NC, and an unstaffed office in Durham, NC.

Position Overview:

The Chief Deputy Clerk is a senior management position which reports directly to the Clerk of Court and acts on behalf of the Clerk of Court during his absence. The Chief Deputy Clerk assists in organizational planning and management of daily and long-term operations, develops and implements office policies and procedures, analyzes quantity and quality of work and recommends corrective actions, conducts special studies and prepares statistical and narrative reports, consults with and makes recommendations to the Clerk of Court for various management matters. The Chief Deputy Clerk is responsible for day-to-day management and evaluates the performances of staff as assigned by the Clerk of Court. The Chief Deputy Clerk is the alternate Certifying Officer for the Court. Travel within the district is required. Additionally, some travel throughout the United States to attend training sessions and conferences may be required.

Qualifications:

Applicants must be U. S. citizens or meet the citizenship requirements for employment in the Judiciary. A minimum of six years of experience is required, three of which must be specialized experience in administrative, professional, supervisory, or managerial positions, preferably in a court environment, which provided an opportunity for the applicant to acquire a thorough understanding of judicial organization as well as the responsibility for directing and evaluating

the work of others. The candidates must have outstanding organizational and interpersonal skills; computer proficiency; excellent oral and written communication skills; knowledge of sound financial controls and policies; ability to exercise mature judgment; high ethical standards; ability to adapt and lead in a changing work environment; flexibility; and a strong commitment to service. The successful candidate will be self-motivated and must have the ability to research and analyze problems and assess the practical implications of alternate solutions. A bachelor's degree from an accredited college or university is required. In addition, preferred qualifications include a J.D. Degree, federal court experience, strong working knowledge of the U. S. Bankruptcy Code and Rules, experience with CM/ECF, and good analytical, organizational, and project management skills.

Benefits:

Benefits include participation in the Federal Employees Retirement System (FERS), ten (10) paid holidays per year, and annual and sick leave accrual. Additional benefits with optional participation include health, dental, vision and life insurance programs, the Thrift Savings Plan (TSP), long term disability insurance, long term care insurance, and flexible spending accounts for health and dependent care reimbursement.

Information for Applicants:

- ▶ The U. S. Bankruptcy Court for the Middle District of North Carolina is headquartered in Greensboro, NC and has a staffed divisional office in Winston-Salem, NC.
- ▶ The U. S. Bankruptcy Court is part of the judicial branch of the U. S. Government.
- ▶ Employees of the Federal Judiciary are “at will” and subject to termination at any time with or without cause.
- ▶ Position of Chief Deputy Clerk is considered an “Executive High-Sensitive” position. The selected candidate will be subject to a ten-year mandatory background investigation and FBI fingerprint check as a condition of employment. Every five years thereafter, an updated investigation will be required.
- ▶ All judiciary employees are subject to mandatory electronic funds transfer (direct deposit) for payment of salary.
- ▶ Employees must adhere to a Code of Conduct for Judiciary Employees.
- ▶ Only qualified applicants who are selected to be interviewed will be contacted.
- ▶ Travel expenses for interview or relocation expenses will not be paid.
- ▶ The court reserves the right to modify the conditions of this job announcement or withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, without any prior written or other notice.
- ▶ **Interested qualified applicants should submit a cover letter and resume, including full educational summary, employment and salary history to the address shown below. If applicant is selected for an interview, references may be requested.**

**U. S. Bankruptcy Court
Attn: Human Resources Department
P. O. Box 26100
Greensboro, NC 27402-6100**

THE U. S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER